Department of the Army

Headquarters Executive Information System (HQEIS)

User's Manual

Office of the Assistant Secretary of the Army for Installation Management (OACSIM)

Prepared by: Systems Support Team (HQEIS)
Date : 10 September 2002

FOREWORD

This manual is provided to Major Army Commands and Department of the Army staff elements as a training and User's Manual on the Headquarters Executive Information System (HQEIS).

The purpose of HQEIS is to:

- Provide a managers toolbox for Requirements &Analysis and POM analysis
- Eliminate the need for complex query writing
- Provide Data Warehouse for Army Real Property Inventory (RPI) & Sustainment Renovation Maintenance (SRM) (RPMA) Cost data
- Allow retrieval for any FY and at any level (DA, Region, MACOM, Prime, Installation, or Base)
- Provide tabular/graphical display of data.
- Provide data consistency for retrieval of data
- Interface with multiple data systems

Some of the data available within HQEIS (10 September 2002):

- Real Property Assets (Integrated Facilities System (IFS) and National Guard (NG) Federal Property) - back to FY 1989
- Both Summary and Facility Detail Information about an installation
- Plant Replacement Value (PRV)
- Army Leases (RIFMIS, NCR, IFS)
- Facility Condition Assessment
- Standard FCG Query which provides ISR condition for Base and SubInstls
- Essential Facilities Requirements/Installation Status Report (EFR/ISR) Static Charts
- Planned and Actual Disposal Information
- McKinney Act/HUD List
- Facility Reduction Program (FRP) Credits
- Population Information: Army Stationing and Installation Plan (ASIP) Unit Strength
- Real Property Cost Information
- Real Property Maintenance Activity Costs (RPMA) (TDR-FY95-97)
- Service Based Costing Data (SBC) FY96-present
- Budget Estimate Submission (BES) Military Construction, Army (MCA) Future Years Defense Program (FYDP)
- On-line Screen Help, Users Manual, Data Dictionary, Tools

HQEIS ACCESS: User's may request access to HQEIS by sending an e-mail to hqeis@hqda.army.mil. The user will be required to fill out an access request form and a database registration agreement for security purposes. When the documents are completed and returned to the government POC, the user will be issued a login and password. Government Contractors can be provided access to HQEIS with the approval of the Contracting Officer's Representative and his or her signature.

HQEIS can be accesed through the following web page: **http://eis.belvoir.army.mil**

HQEIS has ***incoming interfaces*** with IFS and the National Guard PRIDE system for Real Property Inventory Data, and with HQISR, HQRPLANS, McKinney Act/HUD, SBC, Budget Estimate Submission (BES) Future Years Defense Plan (FYDP), and ASIP. In addition, HQEIS has ***outgoing interfaces*** with the Army Audit Agency (AAA), GSA Worldwide inventory, OSD worldwide Facility Asset Database (FAD), SBC, HOMES, HQRPLANS, and several MACOMs.

Direct comments to:

Office of Assistant Chief of Staff for Installation Management
ATTN: DAIM-MD (Deanna Erickson)
7701 Telegraph Road, Alexandria, VA 22315-3862
POC: Deanna Erickson, 703-428-6076, Fax: (703) 428-7541
Email: hqeis@hqda.army.mil

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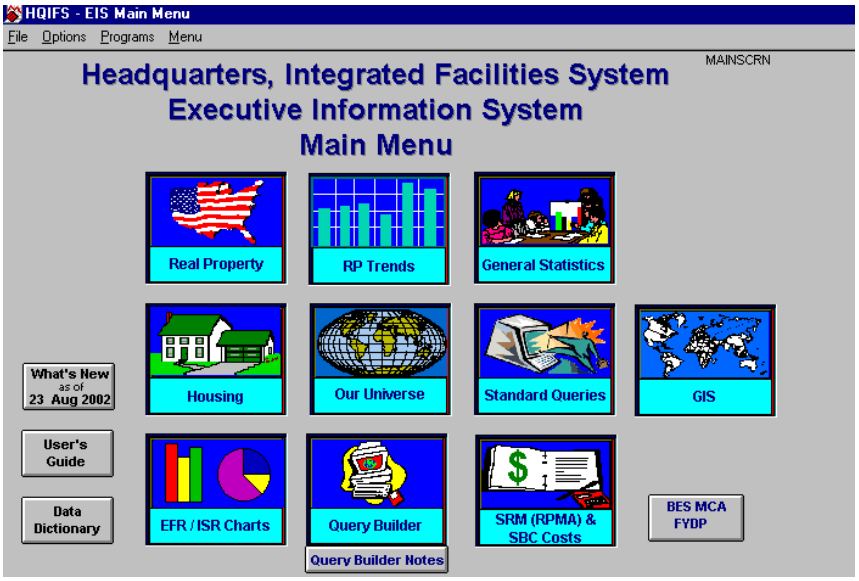
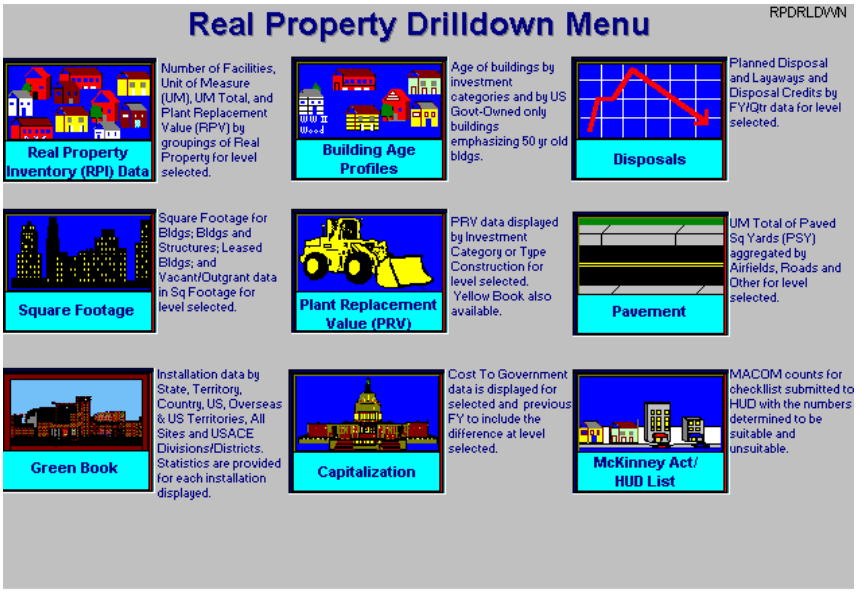
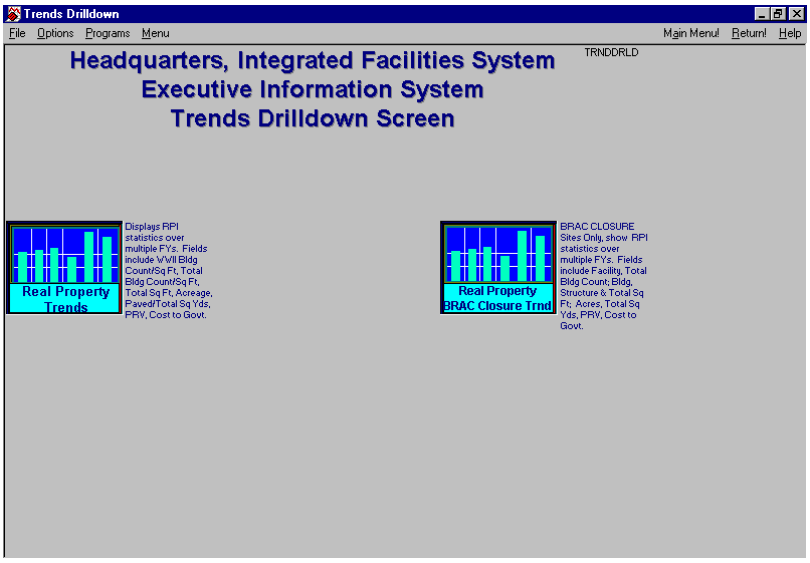
1. Main Menu. This has 11 areas to select from.



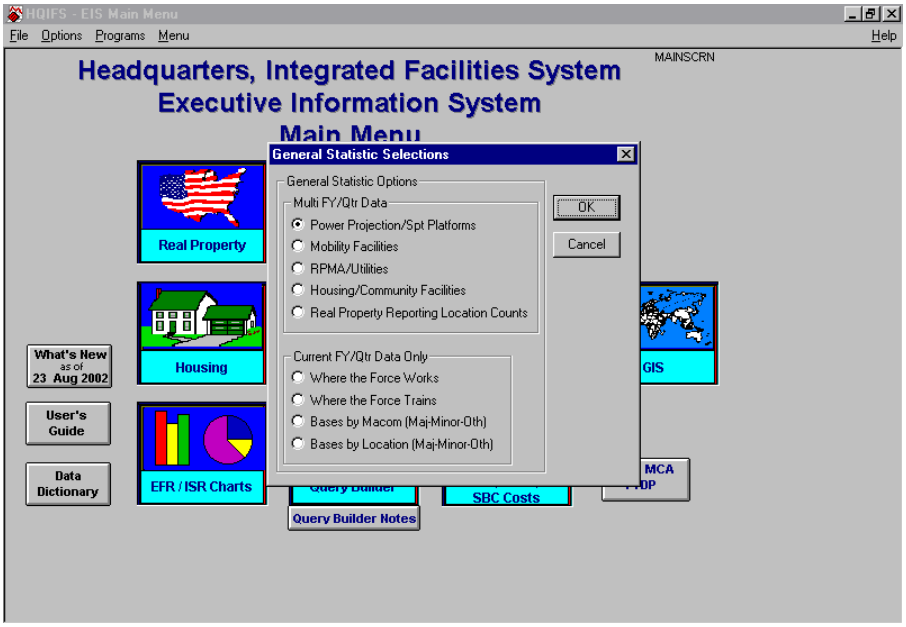
1.1 Real Property- Standard screens display the Real Property assets that are reported in the Real Property Inventory (RPI) by all Army Installations worldwide. Data is submitted twice annually (March/Sept) from IFS and the National Guard PRIDE system for validating and updating. (AR 405-45).



1.2 Real Property Trends: The Real Property Trends screens provide for the display of summary RPI and general statistics across multiple FYs. Data is provided at the Headquarters Department of Army and Installation levels. All Army Managed property is displayed. Retrieval options allow the user to aggregate data by geography (US, US Territories, or Overseas) or component (Active Army, USAR, or NG). **NOTE: Region, Base, MACOM, and Primary Installation levels are not suitable for trending here because RPI ownership changes annually at these levels.** Trends are provided for World War II Building Count/Square Footage, Total Building Count/Square Footage, Total Square Footage, Acreage, Paved Square Yards, Total Square Yards, Plant Replacement Vale (PRV), and Cost to Government.

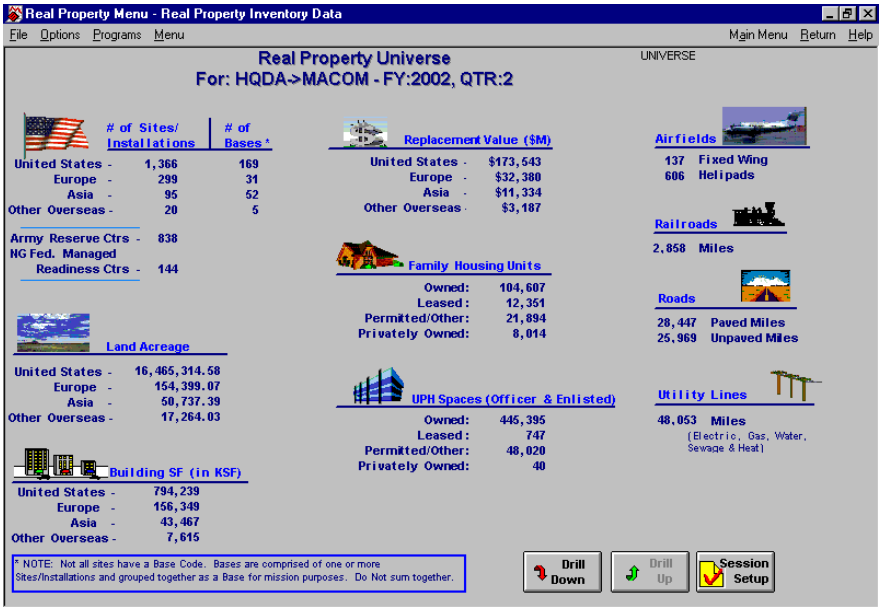


1.3 General Statistics:

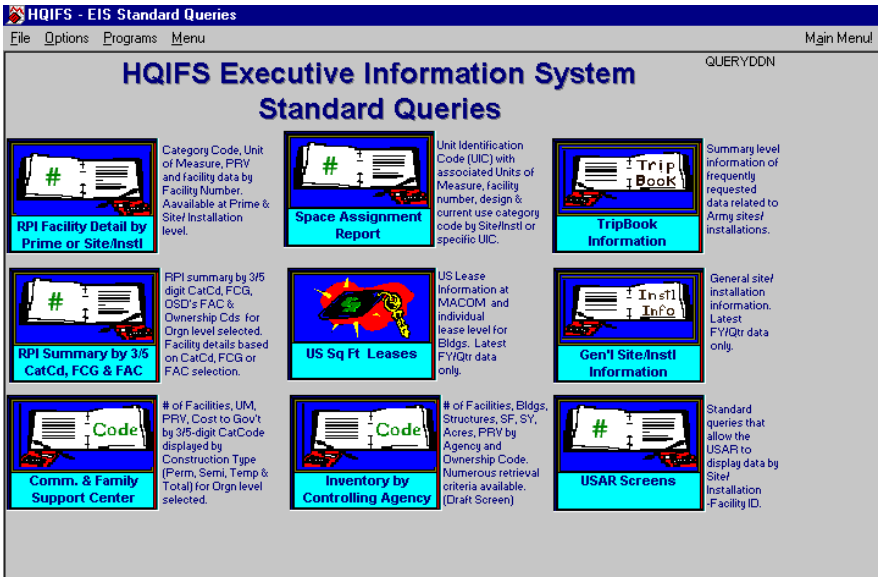


1.4 Housing: Standard screens display Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH) data by location and category. Data is extracted from the RPI submission. Bedroom inventory and living space data is received from the HOMES database weekly and shown by location and category.

1.5 Our Universe. This screen provide high level statistics about our sites/installations.



1.6 Standard Queries: Detail standard screens display facility data by installation**,** category and ownership code**,** 3-digit and 5-digit design use category codes, Leases, Space Assignment by Unit Identification Code, general installation information, and a trip book report. Special reports for USARC are included. Various retrieval options and sorts are available for each standard display.

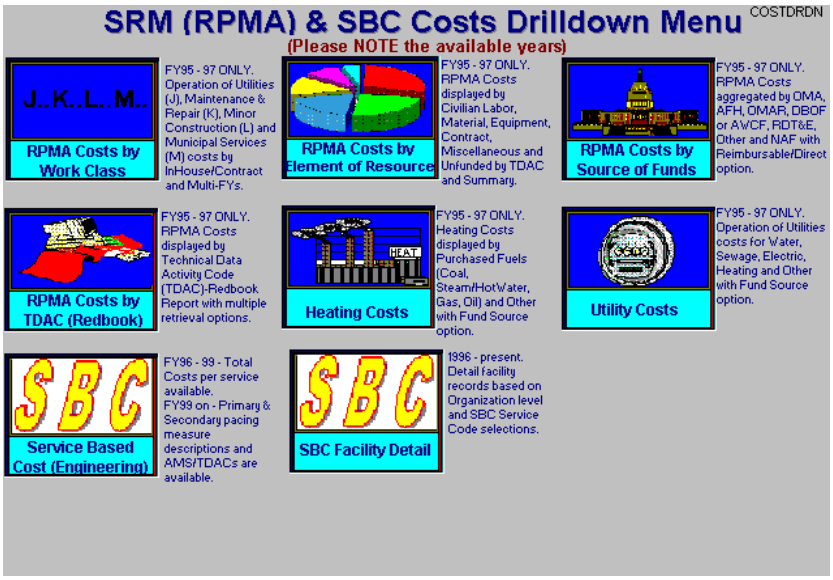


1.7 GIS: The Geographic Information Module is **presently under redesign**. Ultimately the user will be able to display Macom, Primary Installation, Installation, Base Code, and Region data geographically

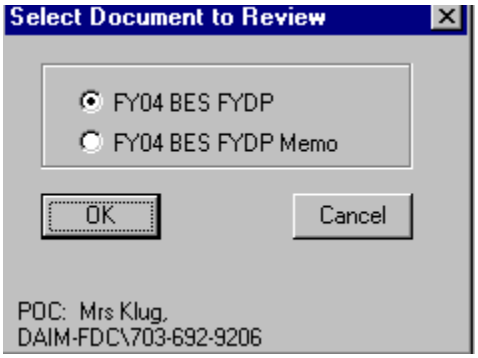
1.8 EFR/ISR Charts: These displays include graphics and text charts for Essential Facility Requirements (EFR) and HQ Installation Status Report (HQISR) summary charts produced by the OACSIM. These charts are displayed using the Paintbrush software

1.9 Query Builder: The Query Builder tool assists users in obtaining data from the Oracle database that is not currently available on a standard screen display. An Oracle username/password is required for access to Query Builder. Query Builder Notes are also available on the HQEIS Main Menu to help the novice user use this tool. **NOTE: Not everyone who asks for an Oracle username/password is granted permission. A user must have a good understanding of the real property inventory, its structure and a good handle on ACSIM's business rules in looking at the data.**

1.10 Sustainment, Restoration, and Modernization (SRM) & SBC Costs (formerly RPMA & SBC Costs): Standard screens display the obligated costs related to operating, maintaining, repairing, minor construction, alterations and other municipal services for primary installations. Data was provided annually (Nov) from the Technical Data Report through FY97. From FY96 on, costs are provided from the Service Based Costing report. There is also a Draft Facility Detail screen to give you facility records based on Organizational level and service code selected.



1.11 BES MCA FYDP: Access to the Army's FY04-FY09 Budget Estimate Submission (BES) Military Construction, Army (MCA) Future Years Defense Program (FYDP) is available through this icon along with a corresponding memo.

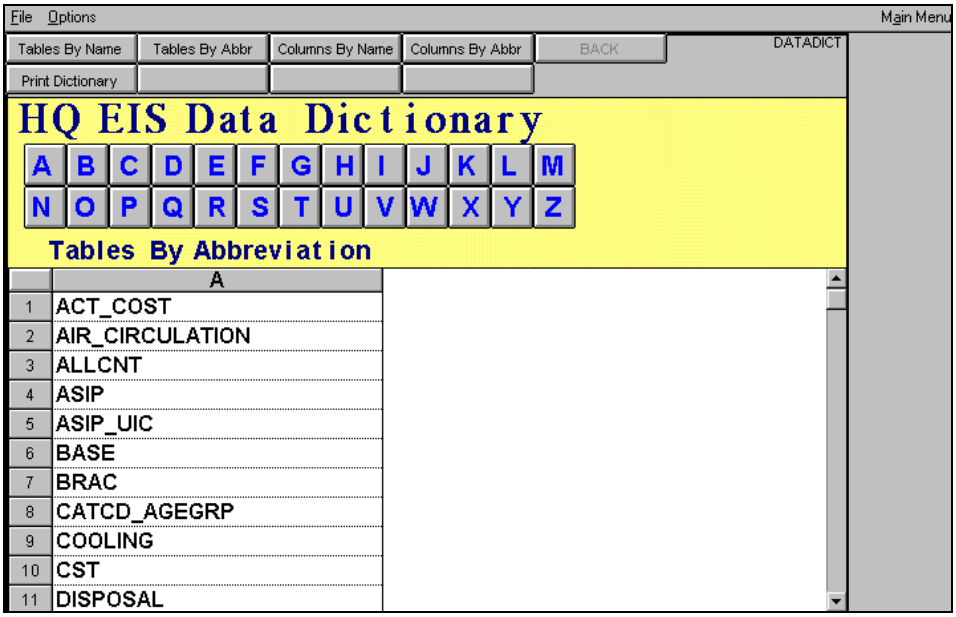


1.12 HQEIS On-line Information:

1.12.1 What's New: This is located on the Main Menu. It will identify changes and revisions that have been made to the system over the last six months. HQEIS is constantly being improved and updated with additional information and data displays.

1.12.2 User's Manual: The User's Manual is located on the Main menu. It explains the functionality of the system, how to use the Session Setup and also provides several practical exercises.

1.12.3 Data Dictionary: The data dictionary is located on the the Main Menu. Table and data element (column) definitions and information related to the HQEIS Oracle data warehouse. This is useful information for users interested in using the Query Builder tool to query the database.



1.12.4 Query Builder Notes: This is located on the Main Menu. Basic information on how to use the Query Builder tool to query the HQEIS Oracle database. An Oracle password is required to use this assisted query tool.

Sample of query builder notes:

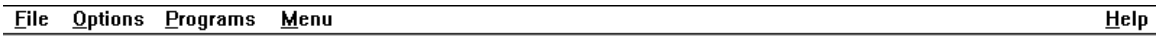
GETTING STARTED WITH QUERY BUILDER AND HQEIS

1. **To get started in Query Builder: This is not for the novice user of HQEIS. The user needs to be familiar with the database structure and the business rules to construct and execute an accurate query.**

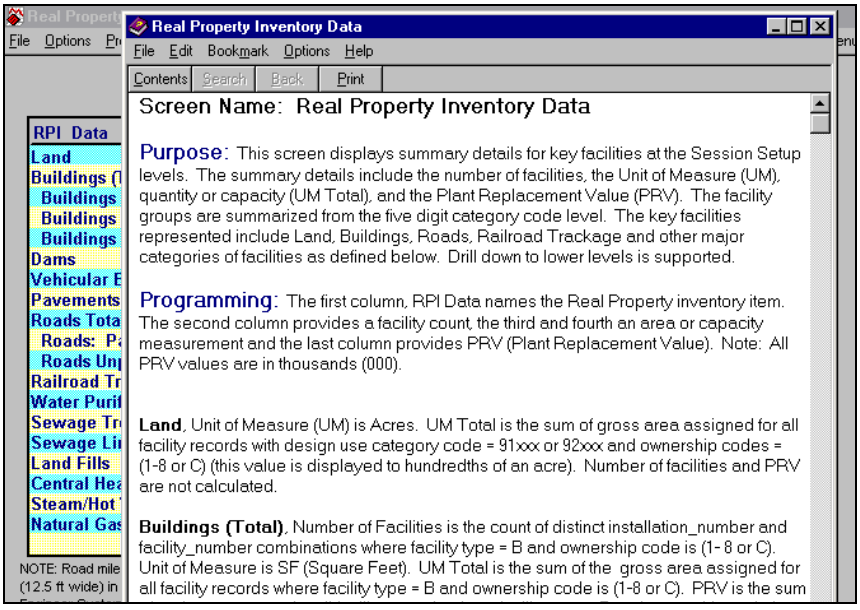
   a. Ask for a Query Builder password from the HQEIS team at hqeis@usace.army.mil. The Query Builder username/password is different from the HQEIS username/password so be sure you say you need a password for Query Builder.
   b. Click on the 'Query Builder' icon on the Main Menu.
   c. Type in your name (lower case), press TAB and type the password provided by the HQEIS team (lower case), press TAB and type gladiator_ora1 (this is an ora(one) not ora(letter L)) in the 'Connect' box. Then press the 'Connect' button.
   d. A 'Start Query Builder' box will then appear. The user has the option to select 'Create New Query' or 'Open Query from File System'. Select 'Create New Query' and press 'OK'. Use the 'Open Query from File System' to revise or rerun a query that was saved previously to the user's local drive (C:\\Client\C$). Queries are saved with an .sql extension and Data is saved with a .brw extension.
   e. On the 'Select Data Tables' box make sure Tables, Views, and Queries have X's.

.
.
etc.

1.12.5 Help/Screen Help: 'Screen Help' is available from 'Help' on the Menu Bar. Screen Help identifies the data specifications and the business rules used for the Standard Screen display. The data source is also identified.



Sample screen help is below:



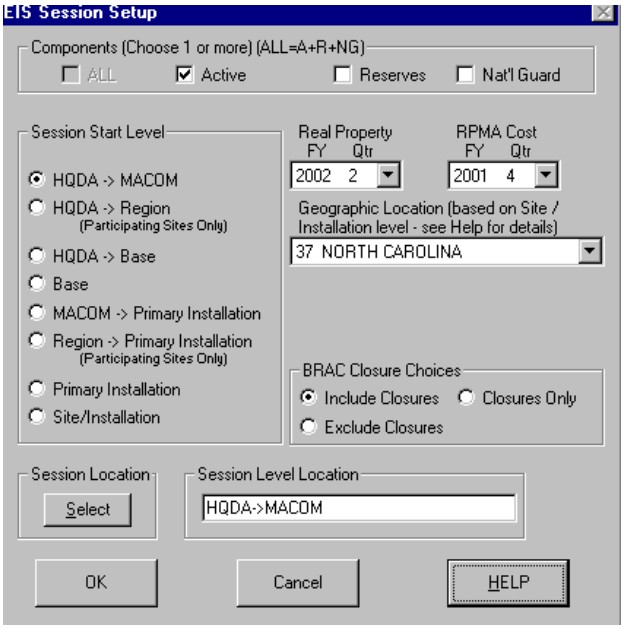
SECTION 2 – SESSION SET UP

2.1. General Information:

HQEIS is a multiple level and FY system. The session setup allows the user to select the level and FY that they want to view. The system always defaults to Headquarters Department of Army (HQDA) and the most current FY data available. The system will maintain the level and FY that the user selects for each screen viewed until it is changed or until the user goes to Standard Queries.

A user can also change the level being viewed by using the 'Drill up' or 'Drill down' buttons or by clicking on the organization name on the screen being viewed. The drill down progression is HQDA to MACOM to Primary Installation to Site/Installation, HQDA to Region to Primary Installation to Site/Installation (Active Component only), and HQDA to Base. Pop-up selection lists allow a user to select a specific Region, MACOM Primary Installation, Site/Installation, or Base. Session setup is available on most screens.

User's may pick a selection from a combination of the following: ***Component, Session Start Level, Geographic Level, and include or exclude BRAC Closure sites.***



2.2 Definitions of Session Start Levels:

HQDA-MACOM: Summarizes all Army Managed property with ownership codes 1-8,C, D, E, F, or G.

1- Army Owned
2- Leased- In-leased or Easement-in off the installation
3- Other Leased- License, permit (not Navy or Air Force), temp public land order, temp exec land order, rent free treaty agreement with foreign government
4- Permit, Military (with Air Force or Navy)
5- NATO- Acquired by NATO for Army use both CONUS/OCONUS
6- Leased- In-leased or Easement-in on the installation
7- Agreement- Acquired by international or third party agreement
8 - Privately Owned
C- Capital Lease
D- Leaseback BRAC
E- Leaseback non-BRAC
G- RCI/CVI

MACOM: Army headquarters charged with command and control of specific functional areas or processes. These headquarters have command authority over Army installations that share common function or mission areas. At this time, all installations/sites have been identified with a MACOM and therefore the total inventory can be viewed this way.

Primary Installation: A five-character designation assigned to an installation which has been designated responsibility for one or more sub-installations. Usually this is where the Director of Public Works (DPW and/or the Real Property Accountable Officer (RPA) is located. If a user drill's up from a primary installation, the user will be requested to pick either a "Region" or a "Macom".

Site/Installation: A five-character designation for an Army location containing real property assets. Commonly used in the Integrated Facilities System (IFS) and NGB PRIDE System, this location does not have to have an Army unit or activity permanently assigned to it. As a rule, in USAREUR, the Installation Number is the same as the Station Code or ARLOC. NOTE: ***The site/installation may or may not included as a Base. In addition, it may or may not be included in the IMA and therefore excluded from the Region selection.***

HQDA->Base: A code that relates a single installation number to an ***aggregation of contiguous or near contiguous, common mission-supporting real property holdings*** (BASE) under the jurisdiction of the Department of Defense controlled by and at which an Active Army unit or activity is permanently assigned. This grouping of installations is used ***for planning and mission analysis purposes only***. By retrieving data by base, you are including approximately 89% of square footage the world-wide Army inventory. This is because BRAC closures, excess installation (in most cases), Defense installations such as DLA are excluded, etc.

Base: A five-character designation for an Army base. A number that relates a single installation number to an aggregation of contiguous or near contiguous, common mission-supporting real property holdings (BASE) under the jurisdiction of the Department of Defense controlled by and at which an Active Army unit or activity is permanently assigned. This is also defined by the DA PAM as a code assigned to certain groupings of installations for planning and mission analysis purposes only. BRAC closures, excess installation (in most cases), Defense installations such as DLA are normally excluded when summing data by base.

HQDA->Region: This includes all installations that will be participants of the the Installation Management Activity (IMA). The region is for both the primary and subordinate installation is based upon the location of the primary installation; e.g., Southeast, Southwest, Northwest, etc. As of 1 October 2002, all active component installations (those that are not Army Reserve or Army National Guard) are included, 17 Reserve installations are also included (Fort Dix, Fort McCoy, Hunter Liggett and Camp Parks). More Reserve installations may be included at a later time. The National Guard is not participating at this time. By retrieving data by at this level, you are including approximately 94% of square footage the world-wide Army inventory. ***NOTE: Not all sites/installations are included within a region regardless if they have a base code (National Guard Bases and most USARC bases are excluded).***

> **Region:** This includes all installations that will be participants of the the Installation Management Activity (IMA). The region is for both the primary and subordinate installation is based upon the location of the primary installation; e.g., Southeast, Southwest, Northwest, etc. As of 1 October 2002, all active component installations (those that are not Army Reserve or Army National sites) are included, 17 Reserve installations are included (Fort Dix, Fort McCoy, Hunter Liggett and Camp Parks) in the Regions. More Reserve installations may be included at a later time. The National Guard is not participating at this time. ***NOTE: Not all sites/installations are included within a region regardless if they have a base code (National Guard Bases and most USARC bases are excluded).***

2.3 Component: This allows the user to pick a component of the Army Managed Inventory. The component is based upon the mission of the installations. For Example all installations that are managed and controlled by the USA Reserves can be chosen by picking "Reserves", same with the "National Guard". The remaining sites are considered "Active".

2.4 Geographic Location:

When data is retrieved based on Geographic Location, the data will be based upon the Sites/Installations belonging to that geographic location and the organization level selected in the Session Start Level block. That can cause some confusion when you are on a screen that lists the subordinate organizations and their data. For example: If you are on the Green Book screen for FY 2002, and choose USARC for a MACOM and Virginia for a Geographic Location, you will get two Primary Installations - the 99th RSC and Fort McCoy. Neither of these primary installations are in Virginia. They are in Pennsylvania and Wisconsin respectively. The reason you get them is because both of these primes have Site/Installations in Virginia, and the data provided is the summation of their Virginia holdings. If you drill down on one of them, then you will get the Site/Installations in Virginia. Another example using the screen Green Book and FY 2002, if you choose Southeast Region and choose the Geographic Location 'United States (50 States)'. You get a listing of Primary Installations in the Southeast, one of which is Fort Buchanan in Puerto Rico - which is in a US Territory and not in the 50 states of the United States. You get the prime Fort Buchanan because it has a Site/Installation in Miami, US Army Garrison-Miami. Again if you click on Fort Buchanan, you will get the Site/Installation entry that is in the geographic location of 'United States (50 States)'. (If you wanted to see all the locations for Fort Buchanan then choose the geographic location of 'All Locations').

So regardless of what organization level you are at, if that organization has a Site/Installation in the Geographic Location you have chosen, you will get a row listing the organization and the summarization of the Site/Installation's data belonging to that organization level for that geographic location.

There are approximately 80 geographic locations to from which to choose.

The **first five selections** however are groupings of locations. Theses groupings are: ALL, United States (50 States), US Territories Only, Overseas and US Territories, and Overseas Minus US Territories.

- All will retrieve data regardless of location.

- United States (50 States) - will retrieve data only for locations in the 50 United States.
- US Territories Only - will retrieve data only for locations in the US Territories (Puerto Rico, Kwajalein, Guan, American Samoa)
- Overseas and US Territories - will retrieve data for all locations outside the 50 United States.
- Overseas Minus US Territories - will retrieve data for overseas countries such as Germany, Japan, Korea, etc. and are outside the 50 United States and are not US Territories.

The **remaining selections** are either **individual states in the United States** or **individual countries** where we have or have had installations in prior years.

2.5 BRAC CLOSURE CHOICES. There are three choices on this option: Include BRAC, Exclude BRAC and BRAC Only. This does not consider installations which are Re-alignments.

- Include BRAC - this retrieves data for installations even if they are on a BRAC Closure list. In actuality, the retrieval ignores the BRAC field because we will retrieve data whether it is on a BRAC Closurelist or not.
- Exclude BRAC - this excludes data for installations which are on a BRAC Closure list.
- BRAC Only - this retrieves data ONLY for installations on a BRAC Closure list.

2.6 Paths if Session Start Level is Selected:

1. **HQDA-Macom**
   Macom
   Prime
   Installation (lowest level)

2. **Prime**
   Installation (lowest level)

3. **Installation (lowest level)**

4. **HQDA->Base**
   Base

5. **Base (lowest level)**

6. **HQDA->Region**
   Region
   Prime
   Installation (lowest level)

7. **Region**
   Prime
   Installation (lowest level)

If at the installation level and you drill up you will be required to pick either a MACOM session setup or a Region session setup.

The following is a comparison of **FY 2002 Qtr 2 of SF** for **the different session start levels**:

	Building SF	Structure SF	Total SF	Pct of Total SF	Total Instl
World-Wide Army Managed	1,001,670,784	21,688,188	1,023,358,972		1780
HQDA->Macom					
MACOM (all installations participate)	1,001,670,784	21,688,188	1,023,358,972	100%	1780
This is reduced by selecting one MACOM such as AMC.					
HQDA->Base (participating Installations only)	890,821,139	17,672,065	908,493,204	89%	1650
HQDA->Regions (participating Installations only)	939,334,332	20,774,481	960,108,813	94%	731
Primes (parent installations; normally where RPAO or DPW is located); total of all subs.					
- Region participating installations	939,334,332	20,774,481	960,108,813	94%	731
- Non participating installations	62,336,452	913,707	63,250,159	6%	1,049

(NOTE: most of the nonparticipating sites are National Guard and Reserve and only make up a small percentage of the square feet that the Army manages).

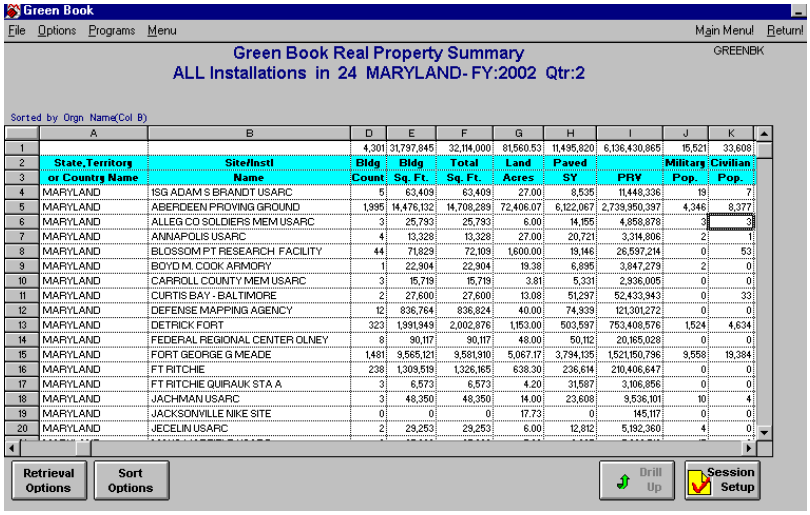
Installations/Sites (where the actual inventory is located); inventory available for only the lowest level.
- Region participating installations same figures as primes
- Non participating installations same figures as primes

NOTE: Region analysis must be separate and Base analysis must be done separate.
You must consider what is being included and excluded for each.
In addition, you can see that the totals will not be the same if you are displaying the inventory by either Region or by Base.

Section 3 - Practical Exercises:

1. How can I identify the Installations that fall within my state?

Step 1: Click on the **Real Property Icon** on the HQEIS Main Menu
**Session Setup will pop up on first entry into the system. Accept the default for HQDA and current Real Property Inventory (RPI) data for this scenario. Session Setup does not apply to this screen display. Session Setup can be changed on each screen display that has the button available.
Step 2: Click on the Green Book Icon. This is a published book; please note that we have added additional statistical information that found in the book.
Step 3: The Green Book display defaults to summary information for all the session setups shown. To change the data display, select the 'Retrieval Options' button at the bottom left of the screen display or the Session Setup button.
Step 4: From Group 1: **"All Sites/Installation".**
From Group 2, highlight **"A specific State, Territory, or Country",** then arrow down and ***Select "Maryland".*** *Your list will be recalculated at that point.*



	A	B	D	E	F	G	H	I	J	K
1			4,301	31,797,845	32,114,000	81,560.53	11,495,820	6,136,430,865	15,521	33,608
2	State,Territory	Site/Instl	Bldg	Bldg	Total	Land	Paved		Military	Civilian
3	or Country Name	Name	Count	Sq. Ft.	Sq. Ft.	Acres	SY	PRV	Pop.	Pop.
4	MARYLAND	1SG ADAM S BRANDT USARC	5	63,409	63,409	27.00	8,535	11,448,336	19	7
5	MARYLAND	ABERDEEN PROVING GROUND	1,995	14,476,132	14,708,289	72,406.07	6,122,067	2,739,950,397	4,346	8,377
6	MARYLAND	ALLEG CO SOLDIERS MEM USARC	3	25,793	25,793	6.00	14,155	4,858,878	3	3
7	MARYLAND	ANNAPOLIS USARC	4	13,328	13,328	27.00	20,721	3,314,806	2	1
8	MARYLAND	BLOSSOM PT RESEARCH FACILITY	44	71,829	72,109	1,600.00	19,146	26,597,214	0	53
9	MARYLAND	BOYD M. COOK ARMORY	1	22,904	22,904	19.38	6,895	3,847,279	2	0
10	MARYLAND	CARROLL COUNTY MEM USARC	3	15,719	15,719	3.81	5,331	2,936,005	0	0
11	MARYLAND	CURTIS BAY - BALTIMORE	2	27,600	27,600	13.08	51,297	52,433,943	0	33
12	MARYLAND	DEFENSE MAPPING AGENCY	12	836,764	836,824	40.00	74,939	121,301,272	0	0
13	MARYLAND	DETRICK FORT	323	1,991,949	2,002,876	1,153.00	503,597	753,408,576	1,524	4,634
14	MARYLAND	FEDERAL REGIONAL CENTER OLNEY	8	90,117	90,117	48.00	50,112	20,165,028	0	0
15	MARYLAND	FORT GEORGE G MEADE	1,481	9,565,121	9,581,910	5,067.17	3,794,135	1,521,150,796	9,558	19,384
16	MARYLAND	FT RITCHIE	238	1,309,519	1,326,165	638.30	236,614	210,406,647	0	0
17	MARYLAND	FT RITCHIE QUIRAUK STA A	3	6,573	6,573	4.20	31,587	3,106,856	0	0
18	MARYLAND	JACHMAN USARC	3	48,350	48,350	14.00	23,608	9,536,101	10	4
19	MARYLAND	JACKSONVILLE NIKE SITE	0	0	0	17.73	0	145,117	0	0
20	MARYLAND	JECELIN USARC	2	29,253	29,253	6.00	12,812	5,192,360	4	0

Step 5: When the list is returned, select "Sort button", and select "Acres", then "installation_number". Your list will then be sorted with the installation with the most acreage at the top and the least at the bottom. when the user clicks on 'OK'.

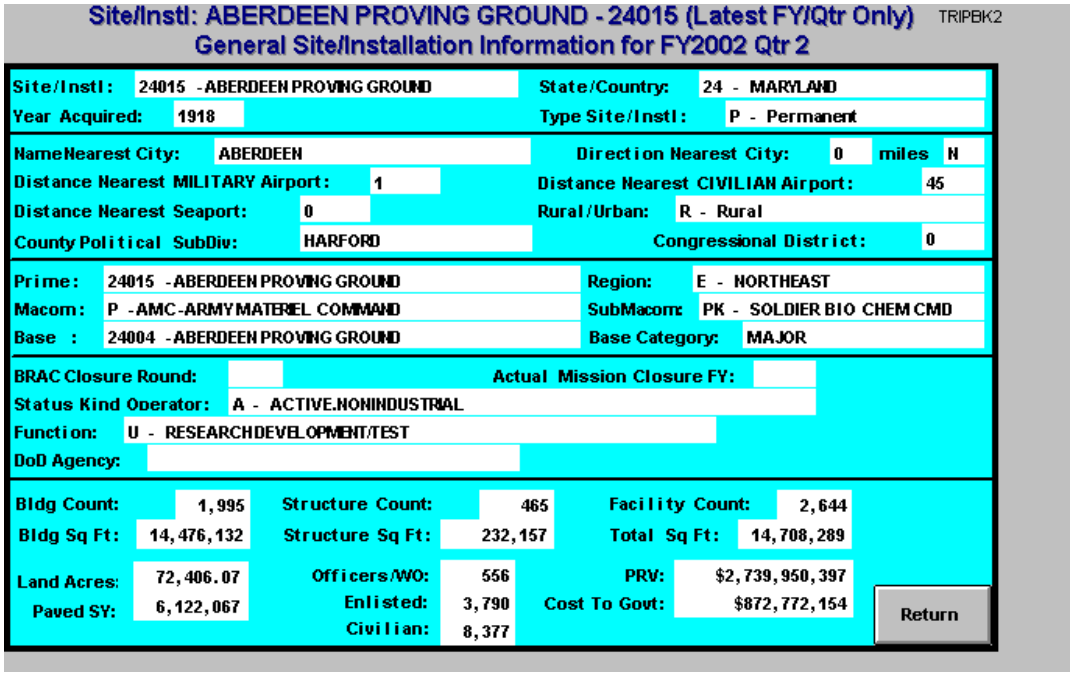
Options -

- To print all the data beyond the scroll bars, use the Options- Print Table from the menu bar of the screen being displayed.
- **To copy all data to a spreadsheet**, use the Options- Export Data to File and select the local drive (C:/) and directory that you would like to save the file to. Rename the file (eisdata.dat) to the name of your choice with a .txt extension (greenbk.txt). Go to the spreadsheet software that you want to use (Excel/Quattro Pro) and open the file that you saved to your local drive/directory as a text file (greenbk.txt).
- Use **Help/Screen Help** from the menu bar to view how the data is being queried from the database and the meaning of any abbreviations on the screen.

2. Where can I get information about a specific installation? There are multiple places that you can get summary information. Most of the Standard Query screens will provide you this information; e.g., Greenbook, RPI Summary by Category Code, RPI Summary by FCG, and RPI Summary by OSD FAC. In addition, summary information about your site can be found in the Real Property Section – RPIDATA, or under General Statistics. For this example we will do the following 2 examples:

Example 1:

Step 1: Click on the **Standard Queries Icon** on the HQEIS Main Menu.
Step 2: Click on the "**General Site/Installation Info"**
Step 3: This screen will require you to pick a MACOM. ***Select AMC.*** A list of installations will display for the MACOM selected. ***Select Aberdeen Proving Ground for this*** *exercise.*



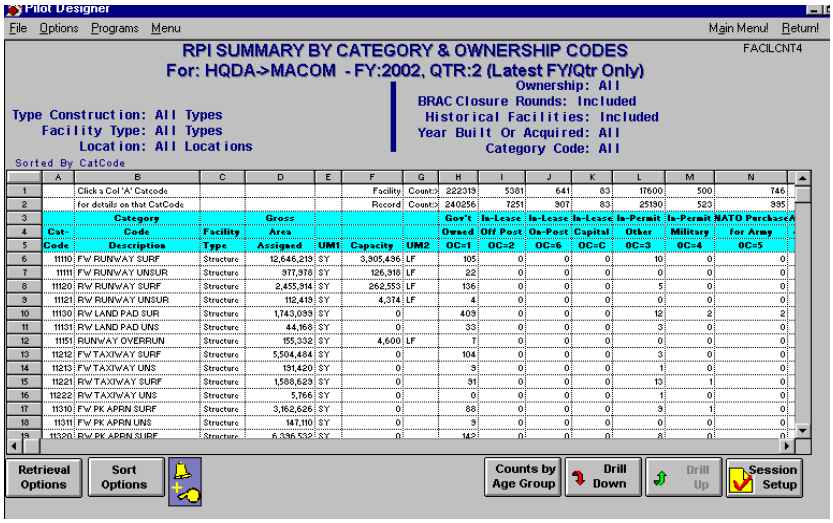
NOTE: the ASIP Population information is for only Active Component. This screen can also be viewed when looking at the Trip Book at the subordinate installation level.

Options-

- To print or copy data use the options identified in Exercise 1. Also use the Help/Screen Help on the menu bar to identify how the data is being queried or for the meaning of any abbreviations on the screen display.

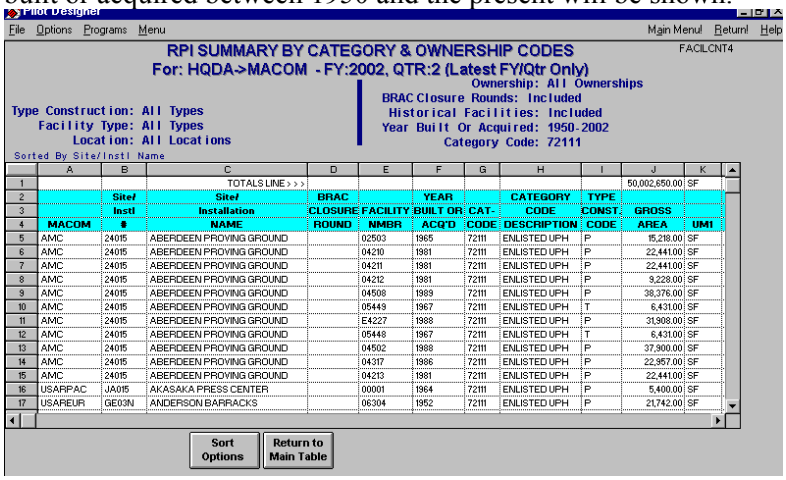
3. How can I display Enlisted UPH facilities for the Army acquired or built since 1950?

Step 1: Click on the Standard Queries icon on the HQEIS Main Menu.
Step 2: Click on **the RPI Summary by 3/5 digit Catcd, FCG, or OSD FAC**
Step 3: Select HQDA on the Session Setup Menu. Note: It will take up to 90 seconds for this to load.
Step 4: The following screen will appear.



Step 5: Click on the **Retrieval Options** button to review the options. *Select '**Specific Category Code Choice' and enter '72111**"* . In the 'Facility's **Year Built or Acquired' box, enter 1950 and 2002**. Click 'OK'. You can see that your list now only includes 1 row of data: 72111 category code. In addition, the system will display area (SF), and other measure total information (capacity), and the number of records found within each ownership code of all Enlisted UPH facilities in Design Use Category Code built or acquired between 1950 and the present and ownership_code = 1,2,3,4,5,6,7,8,C, D,E or G.
NOTES: The top row shows a distinct facility count within each ownership code. The second row shows a record count with each ownership code. If the data appears to be inaccurate then it needs to be corrected in the database of record (IFS or the National Guard PRIDE System).

Step 6: Click on Row 6, Column A of the category code 72111 and a list of all Enlisted UPH facilities built or acquired between 1950 and the present will be shown.



Options-

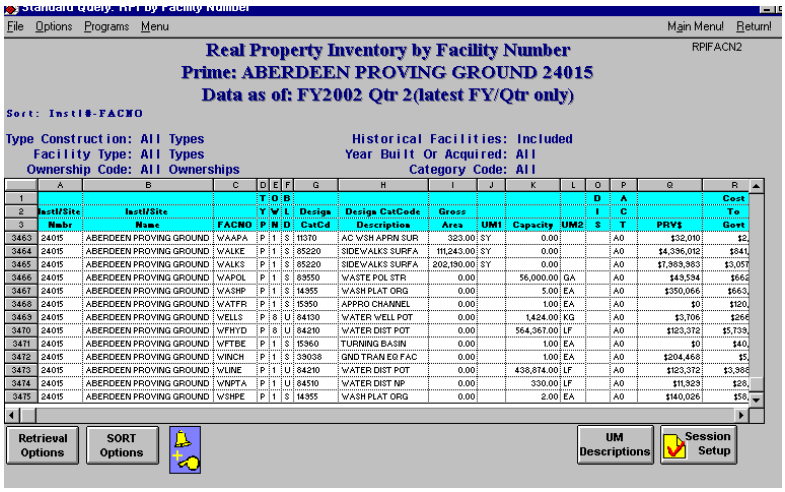
- To print or copy data, use the options identified in Exercise 1. Also use the Help/Screen Help on the menu bar to identify how the data is being queried or for the meaning of any abbreviations on the screen display.

4. Where can I get detailed list of facilities for either subordinate Aberdeen Proving Ground (or the Parent) which includes Plant Replacement Value (PRV):

Step 1: Click on the **Standard Query Icon** on the HQEIS Main Menu.

Step 2: Click on the **Real Property Inventory by Facility Number Icon**

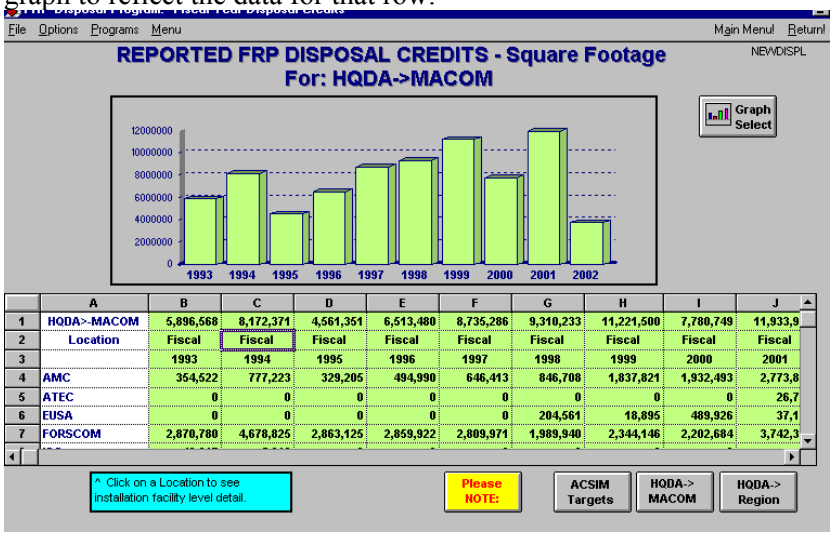
Step 3: Session setup will require you to pick either a Primary Installation or Subordinate Installation. Pick Subordinate Installation, and then select "Aberdeen Proving Ground". The following screen will be shown. The user can sort the facilities by a number of options; e.g., category code, year built, installation number, etc. In addition, the user can narrow down the list of facilities to pick any ownership code, include or exclude historical facilities, those built within a specific year group, or one specific category code.



The user can either print the table, or export the facilities to a "xxx.dat" file and then import into Excel or any other spreadsheet system. This guidance has been provided before. Why don't you try it now?

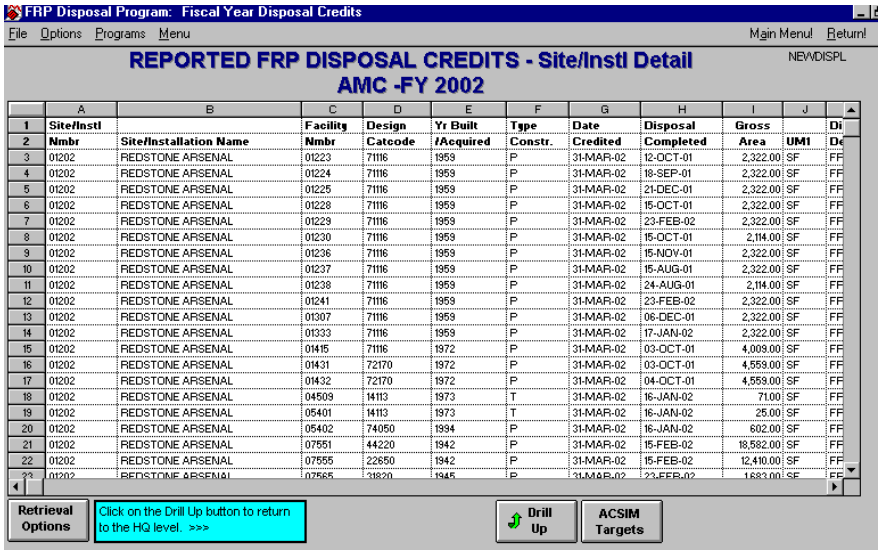
5. What facilities were credited for disposal as part of the Facility Reduction Program (FRP) for AMC?

Step 1: Click on the **Real Property Icon** on the HQEIS Main Menu.
Step 2: Click on the **Disposals Icon** on the Real Property Drilldown Menu.
Step 3: Click on the **Reported FRP Disposals Icon**. Square Footage of credited disposals will display by Major Command and FY. Click on the FORSCOM row (anywhere between columns B-G) to change the graph to reflect the data for that row.



	A	B	C	D	E	F	G	H	I	J
1	HQDA>-MACOM	5,896,568	8,172,371	4,561,351	6,513,480	8,735,286	9,310,233	11,221,500	7,780,749	11,933,9
2	Location	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal
3		1993	1994	1995	1996	1997	1998	1999	2000	2001
4	AMC	354,522	777,223	329,205	494,990	646,413	846,708	1,837,821	1,932,493	2,773,8
5	ATEC	0	0	0	0	0	0	0	0	26,7
6	EUSA	0	0	0	0	0	204,561	18,895	489,926	37,1
7	FORSCOM	2,870,780	4,678,825	2,863,125	2,859,922	2,809,971	1,989,940	2,344,146	2,202,684	3,742,3

Step 4: To display the facilities by installations that were credited for a specific MACOM click on the MACOM name in Column and Row associated with the Macom data requested. For this exercise, click on **Column A, Row 7*Click on AMC***. Each facility with associated data (Date Credited, Year Built, Construction Type, Design Use Category Code, etc) will display in Installation order for the most current FY. The user can display facility data for other FYs and change the data sort by using the Retrieval Options button at the bottom of the screen.



	A	B	C	D	E	F	G	H	I	J	
1	Site/Instl		Facility	Design	Yr Built	Type	Date	Disposal	Gross		Di
2	Nmbr	Site/Installation Name	Nmbr	Catcode	/Acquired	Constr.	Credited	Completed	Area	UM1	De
3	01202	REDSTONE ARSENAL	01223	71116	1959	P	31-MAR-02	12-OCT-01	2,322.00	SF	FF
4	01202	REDSTONE ARSENAL	01224	71116	1959	P	31-MAR-02	18-SEP-01	2,322.00	SF	FF
5	01202	REDSTONE ARSENAL	01225	71116	1959	P	31-MAR-02	21-DEC-01	2,322.00	SF	FF
6	01202	REDSTONE ARSENAL	01228	71116	1959	P	31-MAR-02	15-OCT-01	2,322.00	SF	FF
7	01202	REDSTONE ARSENAL	01229	71116	1959	P	31-MAR-02	23-FEB-02	2,322.00	SF	FF
8	01202	REDSTONE ARSENAL	01230	71116	1959	P	31-MAR-02	15-OCT-01	2,114.00	SF	FF
9	01202	REDSTONE ARSENAL	01236	71116	1959	P	31-MAR-02	15-NOV-01	2,322.00	SF	FF
10	01202	REDSTONE ARSENAL	01237	71116	1959	P	31-MAR-02	15-AUG-01	2,322.00	SF	FF
11	01202	REDSTONE ARSENAL	01238	71116	1959	P	31-MAR-02	24-AUG-01	2,114.00	SF	FF
12	01202	REDSTONE ARSENAL	01241	71116	1959	P	31-MAR-02	23-FEB-02	2,322.00	SF	FF
13	01202	REDSTONE ARSENAL	01307	71116	1959	P	31-MAR-02	06-DEC-01	2,322.00	SF	FF
14	01202	REDSTONE ARSENAL	01333	71116	1959	P	31-MAR-02	17-JAN-02	2,322.00	SF	FF
15	01202	REDSTONE ARSENAL	01415	71116	1972	P	31-MAR-02	03-OCT-01	4,009.00	SF	FF
16	01202	REDSTONE ARSENAL	01431	72170	1972	P	31-MAR-02	03-OCT-01	4,559.00	SF	FF
17	01202	REDSTONE ARSENAL	01432	72170	1972	P	31-MAR-02	04-OCT-01	4,559.00	SF	FF
18	01202	REDSTONE ARSENAL	04509	14113	1973	T	31-MAR-02	16-JAN-02	71.00	SF	FF
19	01202	REDSTONE ARSENAL	05401	14113	1973	T	31-MAR-02	16-JAN-02	25.00	SF	FF
20	01202	REDSTONE ARSENAL	05402	74050	1994	P	31-MAR-02	16-JAN-02	602.00	SF	FF
21	01202	REDSTONE ARSENAL	07551	44220	1942	P	31-MAR-02	15-FEB-02	18,582.00	SF	FF
22	01202	REDSTONE ARSENAL	07555	22650	1942	P	31-MAR-02	15-FEB-02	12,410.00	SF	FF
23	01202	REDSTONE ARSENAL	07565	21820	1945	P	31-MAR-02	23-FEB-02	1,683.00	SF	FF

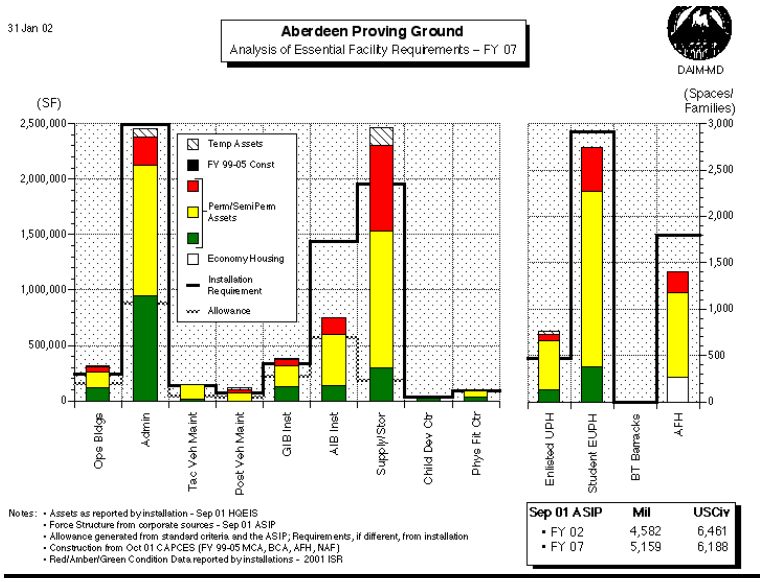
Options-

- To print or copy data, use the options identified in Exercise 1. Also use the Help/Screen Help on the menu bar to identify how the data is being queried or for the meaning of any abbreviations on the screen display.

6. What are the Essential Facility Requirements for a specific installation? What type of excess space do they have?

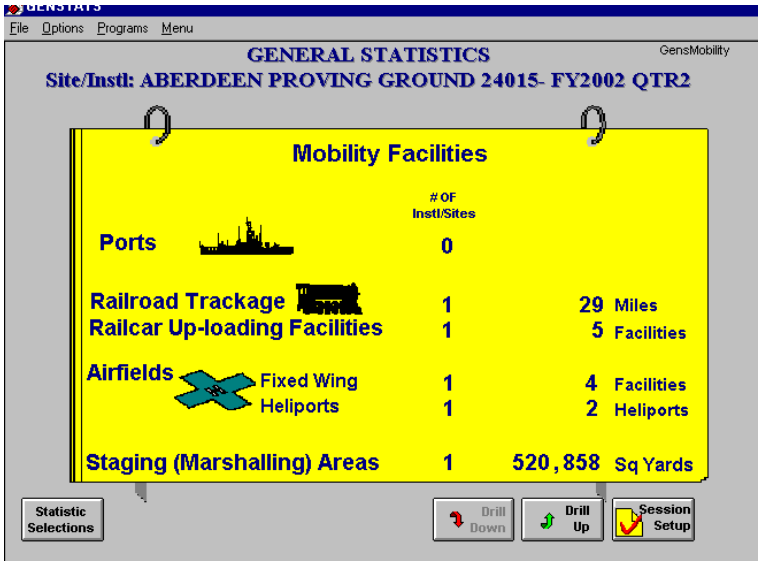
Step 1: Click on the EFR/ISR Charts Icon on the HQEIS Main Menu.
Step 2: Click on the EFR option on the Select Static Display box.
Step 3: Select the installation of interest from the pick lists by MACOM by double clicking on the name. *Select **Aberdeen Proving Ground** the **AMC** group for this exercise.* The EFR chart that is produced by the Assistant Chief of Staff for Installation Management (ACSIM) will display. If it doesn't display the first time, click on the installation name again.
Step 4: To exit Paintbrush, use the File/Exit on the menu bar. When on the EFR Reports Screen, use the 'Main Menu' option on the menu bar to return to the HQEIS main menu. **Note:** The black line running across the chart represents the facility requirements as determined by the Installation. The wavy line represents allowances as calculated by algorithms in the Headquarters, Real Property Planning System (HQRPLANS). The bars represent the real property assets reported in the Real Property Inventory (RPI). The assets are color-coded Green/Amber/Red based on the condition of the facilities reported in the Installation Status Report (ISR). If the assets exceed the requirements, then they are considered excess space within each facility category.

Options- To print, use the print setup and print option from the menu bar.



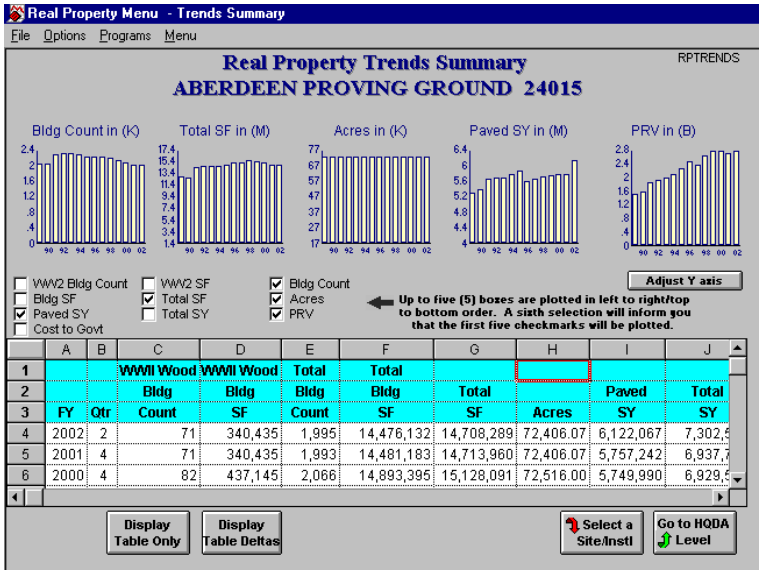
7. How many Fixed Wing Airfields and Heliports are located at Aberdeen?

Step 1: Click on the **General Statistics Screen on** the HQEIS Main Menu.
Step 2: Select subordinate installation **Aberdeen Proving Ground"**



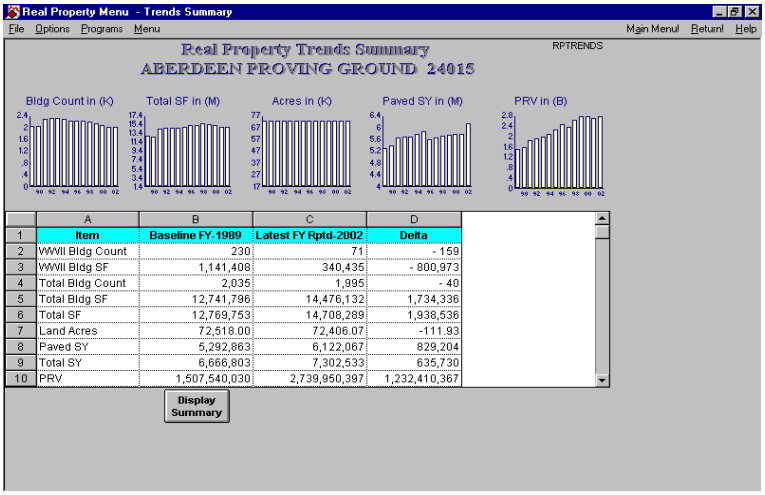
8. Is my inventory going up or down at Aberdeen Proving Round?

Step 1: Click on the **Trends Screen on** the HQEIS Main Menu.
Step 2: Select subordinate installation **Aberdeen Proving Ground"**



	A	B	C	D	E	F	G	H	I	J
1			WWII Wood	WWII Wood	Total	Total				
2			Bldg	Bldg	Bldg	Bldg	Total		Paved	Total
3	FY	Qtr	Count	SF	Count	SF	SF	Acres	SY	SY
4	2002	2	71	340,435	1,995	14,476,132	14,708,289	72,406.07	6,122,067	7,302,5
5	2001	4	71	340,435	1,993	14,481,183	14,713,960	72,406.07	5,757,242	6,937,7
6	2000	4	82	437,145	2,066	14,893,395	15,128,091	72,516.00	5,749,990	6,929,5

Step 3: Then select Display Table Deltas's. This will show a comparison between what Aberdeen had in FY 89 to present.



	A	B	C	D
1	Item	Baseline FY 1989	Latest FY Rptd 2002	Delta
2	WWII Bldg Count	230	71	- 159
3	WWII Bldg SF	1,141,408	340,435	- 800,973
4	Total Bldg Count	2,035	1,995	- 40
5	Total Bldg SF	12,741,796	14,476,132	1,734,336
6	Total SF	12,769,753	14,708,289	1,938,536
7	Land Acres	72,518.00	72,406.07	-111.93
8	Paved SY	5,292,863	6,122,067	829,204
9	Total SY	6,666,803	7,302,533	635,730
10	PRV	1,507,540,030	2,739,950,397	1,232,410,367